

CTDB Sex Trafficking Screenings for All Subsequent Screenings, Juvenile Justice/Detention and Non-Connections Cases

Connections will generate a screening into the Child Trafficking Database (CTDB) at the time of initial Connections case assignment. However, Connections only does this upon initial assignment and not for additionally needed subsequent screenings. Not all areas of ACS use Connections and not all cases are documented in Connections.

Therefore, the Screener must manually create the screening in the CTDB for:

- **All subsequent screenings (return from AWOC, FASP, significant change noted)**
- **All Juvenile Justice/Detention screenings since they do not utilize CONNECTIONS**
- **Cases that are not documented in Connections (but not ADVPO or FAP cases)**

Process for Connections Users to Manually Create a Subsequent Screening:

- Enter the CTDB dashboard.
- Click on the **+New** option on the **top right of the Active Screenings column**.
- A blank Child Demographics tab will open.
- Enter the PID, CIN, Screening ID. (You must enter two of the three) and press Enter
- CTDB will reach into Connections and generate the child's information.
- **Manually type in the rest of the required demographics information, using drop downs where applicable.**
- Click on Save (top left of screen).
- **Click on the "Rapid Indicators" progression tab.** The "Rapid Indicators" progression tab is located next to "Child Demographics" on the left, which has blue underline.
- When you click on Rapid Indicators, the blue underline will move to the right underlining Rapid Indicators, and the Rapid Indicators tool will open.
- Complete the Rapid Indicator Tool.
- If any Rapid Indicators are checked, progress to, and complete the Comprehensive Tool (Federal Level, High Risk, Medium Risk).
- If the child screens at the Federal level, follow instructions for notifying the NYPD Human Trafficking Squad by submitting a completed OCFS 3922 (Law Enforcement Report of a Child Sex Trafficking Victim) to VED@nypd.org, copied to Child.trafficking@acs.nyc.gov After emailing, the screener should call (212) 694-3013 and explain that you e-mailed a trafficked child's LER for review. Ask for the NYPD LER number and the name of the detective assigned and the person to whom you are speaking for documentation in the CTDB and in Connections.

Process for DYFJ Non-Connections Users to Manually Create a Screening:

- Enter the CTDB dashboard.
- Click on the **+New** option on the **top right of the Active Screenings column**.
- A blank Child Demographics tab will open.
- **Manually type in all required demographics information using dropdowns where applicable.**
- **After selecting the Division (DYFJ) select the relevant subdivision:**
 - DYFJ/CBA
 - DYFJ/JJI
 - DYFJ/CTH
 - DYFJ/Detention
- Click on Save (top left of screen).
- **Click on the “Rapid Indicators”** progression tab. The “Rapid Indicators” progression tab is located next to “Child Demographics” on the left, which has blue underline.
- When you click on Rapid Indicators, the blue underline will move to the right underlining Rapid Indicators, and the Rapid Indicators tool will open.
- Complete the Rapid Indicator Tool.
- If any Rapid Indicators are checked, progress to, and complete the Comprehensive Tool (Federal Level, High Risk, Medium Risk).
- If the child screens at the Federal level, follow instructions for notifying the NYPD Human Trafficking Squad by submitting a completed OCFS 3922 (Law Enforcement Report of a Child Sex Trafficking Victim) to VED@nypd.org, copied to Child.trafficking@acs.nyc.gov After emailing, the screener should call (212) 694-3013 and explain that you e-mailed a trafficked child’s LER for review. Ask for the NYPD LER number and the name of the detective assigned and the person to whom you are speaking for documentation in the CTDB and any other database used.

Refer to Section 7: Creating a Screening Manually on page 37 of the CTDB Reference Guide
<https://www.nyc.gov/assets/acs/pdf/youth/childtrafficking/CTDBReferenceGuide.pdf>

- Email CTDB technical support related questions to CTDB@acs.nyc.gov
- Email child related questions to Child.trafficking@acs.nyc.gov